

OBSERVATION AND DESCRIPTION

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PORTLAND POLICE ACADEMY

SCHOOL TEXT

OBSERVATION AND DESCRIPTION

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CHAPTER 1

OBSERVATION

Section I. INTRODUCTION

1. **DEFINITION.** Observation is complete awareness by an individual of his surroundings, achieved through maximum employment of the senses. Expert observation enables him to recognize and recall any object or situation accurately, fully, and clearly.

2. **GENERAL.** Our ability to perceive depends upon our innate ability, experience, and training in relation to our environment, for perceive means to see and understand.

a. Accurate observation requires the mental effort necessary to recognize, analyze, and relate the constituent parts of our surroundings, and to interpret the patterns and relationships present. However, we usually perceive or comprehend only that which interests us or is capable of being understood with minimum effort. Because an extensive vocabulary usually is built upon a knowledge and clear conception of the object to which a term is applied, the person with a wealth of descriptive terms comprehends more than the person with an inadequate vocabulary. A woman's interest in color, based on its importance to her personal appearance, endues her with knowledge of the various shades of colors and the vocabulary necessary to describe them. Conversely, a man usually observes the basic color only. An Eskimo suddenly transplanted to Times Square would be able to comprehend or describe few of the sights and sounds around him, because he would lack the necessary vocabulary. The person untrained in observation usually perceives another person as a whole, and not as a grouping of particular physical characteristics. We meet people every day but these meetings do not enlarge our ability to describe the features of those persons. The techniques of observation and description are acquired only by continual mental effort. An understanding of the techniques involved in accurate observation and a knowledge of the psychological factors affecting observation are important to the police officer, investigator, or agent.

b. To train himself to make accurate observations the agent must:

(1) Practice continual and complete awareness and alertness so that he can observe and understand persons, situations, objects, or incidents.

(2) Replace casual observation of generalities with study and observation of detail.

(3) Train himself to estimate as accurately as possible the passage of time, the speed of moving objects, directions, and distances.

(4) Be familiar with colors, shades of colors, and distinctions among varying degrees of intensity of light.

(5) Be able to visualize that which takes place in his presence.

(6) Acquire ability to observe objects and incidents in terms of potential evidence and in relation to the investigation.

c. The agent who is aware of the fallibility of the senses will understand why different persons put different interpretations on the same facts. He will realize that variation in the testimony of two or more persons, each of whom has witnessed the same occurrence, does not necessarily mean that one of them is trying to deceive him or that those with the minority version are mistaken. Because he realizes that it is unusual for two or more persons to agree on the facts of an incident or to describe it in identical terms, he will not overlook the possibility of collusion when there is agreement and identical description by witnesses.

d. To be observant requires training. The student should learn to fix in his mind the peculiar details of a face and the characteristics of an object or scene. He must bear in mind that observation implies a careful distinction between facts observed and interpretation of those facts. Substitution of an individual interpretation of a fact for the fact itself is a common error.

e. When an agent questions a witness to an incident, his questioning should appeal only to the memory and not influence the answers of the witness through suggestion. Many of the observation reports made by untrained laymen are the result of guesswork wherein the imagination builds on, and frequently reworks, the few details actually seen; in this process the mind rationalizes the resultant compound into a logical but not necessarily accurate or factual picture. Suggestive or leading questions merely encourage this human weakness; the skilled interrogator avoids them.

f. Hearing accurately and remembering what is heard also require training. The agent should train himself in

"ear memory" by listening attentively to conversations with the purpose of maximum retention. Listening to sermons, lectures, and plays and then writing in detail what he has heard will help the agent train himself.

g. Proper training in visual observation does not require that the agent attempt to observe and remember every face and every scene. Rather, he should concentrate on retention of details with which he will probably be concerned in his operations.

3. **FUNCTIONING OF THE SENSES IN OBSERVATION.** The accuracy of an observation will depend upon the senses employed in making the particular observation. Certain senses are more reliable than others. The investigator must take the foregoing into consideration in evaluating an observation.

a. Sight. The perception of a physical object through the sense of sight does not usually involve a detailed analysis of the shape and color of the object. Frequently only a few characteristic points are observed, and the picture is unconsciously completed by resort to the store of images obtained through past observations. For example, a person who sees only a nose or face well known to him does not hesitate afterwards to fill the gaps as to the identity of the individual. The sense of sight, although not as objective as the sense of hearing, is nevertheless considered to be the most accurate sense.

b. Hearing. Hearing is the most objective sense. The observation of a sound, however, is often unclear and subjective. It is difficult to estimate distance from the source if the cause of the sound is unknown. The direction of sound is a matter which the observer can seldom fully determine. In perceiving and reporting sound the observer unconsciously compares the sound to a whole series of memories of sounds he has heard and he attempts to coordinate them mentally. Generally, a person does not listen to all the sounds which form a spoken sentence. The sounds heard are compared unconsciously with sound pictures which the witness already possesses, or else the more complicated work of forming visions which correspond to them is undertaken. The listener does not register a long series of sounds but rather reconstructs the talk from separate sound fragments and fills the gaps with the aid of his power of combination. Thus, in repeating a conversation from the beginning, he reconstructs it accordingly, and the resultant report, however logical, is inaccurate.

c. Touch. In most persons the sense of touch is

very slightly developed and must be considered as a limited medium of perception. Unassisted by visual perception, the sense of touch is frequently deceptive. Thus, the accuracy of an observation made by touch in the dark is generally questionable. However, in a blind person the sense of touch may be highly developed.

d. Smell. The olfactory sense is an unreliable medium. It is possible to experience the sensation of smell without the presence of an odor. Suggestion frequently exerts a strong influence on attention to and perception of smell.

e. Taste. Taste also is an unreliable medium of perception. Taste is individual, and the objective sensation of taste is easily replaced by the observer's conception of the taste which he experiences.

f. Many psychologists claim that 85 percent of what we learn is gained through the medium of sight; 13 percent through hearing, and the remaining two percent through touch, smell, and taste. It will be noted that from the investigative standpoint the various senses have the same relative ratio of reliability.

Section II. OBSERVATION PSYCHOLOGY

4. PSYCHOLOGICAL ELEMENTS OF OBSERVATION. The agent must understand both the elements of, and psychological obstacles to, observation so he can properly evaluate observations based upon his own sensory experiences or those of others.

a. The processes of observation, in order of their occurrence, are attention, perception, and report. These psychological processes occur so swiftly that they appear to be simultaneous. Actually each process is distinct.

b. Each person is a small universe. Outside of his respective universe there are many stimuli or energies. Each of those energies is seeking to attract the individual's attention. The one which is the strongest momentarily holds the individual's attention. For example, the artificial light in a room in which an individual has been sitting is an outside factor. Provided it is constant and unflickering, it attracts no undue attention. If, however, the light were to become dim or go out, his attention would be attracted to it at once. The operating electric fan in the same room is also an outside factor as long as it hums smoothly, but it immediately draws attention when turned off. Attention, therefore, is the psychological process of being brought into the presence of a fact. The thing seen was a fact; the sound heard was also a

fact. We may be brought into the presence of a fact through any or all of the senses.

c. The second element is perception. After an individual's attention has been drawn to an outside fact, his mind functions further and he recognizes that fact. If an individual hears a sound and recognizes it, the recognition is perception. If an individual sees something and understands what he is seeing, that is also perception. Perception, therefore, is the ability to understand a fact to which attention has been drawn.

d. The third element in observation is report. Having had our attention drawn to a fact and understanding it, we subconsciously identify the fact. Report, therefore, is the subconscious naming of a fact to which attention has been drawn.

5. ANALYSIS OF ATTENTION. Attention is broken down into three types: involuntary, voluntary, or habitual. Each type is subject to various influencing factors.

a. Involuntary attention. In involuntary attention our senses make us aware of a fact without any conscious effort or control on our part. A shot is fired; we jump and turn in the direction from which the sound seems to have come. At the sound of screeching automobile brakes or crashing metal and glass, we turn immediately in the direction of the accident. Therefore, in evaluating information or testimony concerning a fact to which attention had been involuntarily drawn, the agent must consider the probability that the fact occurred prior to the moment when visual attention was drawn to it, and that imagination, drawing on past experiences or descriptions, has filled in the details. Thus, a witness to an automobile accident may testify that one driver involved was driving his car at a high rate of speed, disregarded a traffic stop light, and thus caused his vehicle to collide with the other automobile. Upon cross-examination, it may develop that the witness is a hunter very interested in firearms, that he was peering into the show window of a sporting goods store and examining the display with avid interest when he heard the sound of crashing metal, and that upon hearing such a sound he turned around, saw the traffic stop light and the position of the automobiles, and from these observations, made up his story.

b. Voluntary attention. This type of attention requires conscious effort and control of the senses to bring the individual into, and retain him in, the presence of a fact. The observer has little control in the application

of this type of attention. For example, a student taking a rather dull subject, necessary to his career, forces himself to pay attention to the instruction, but is easily distracted.

c. Habitual attention. This type of attention requires little effort because avid interest or superior mental discipline, exercised over a long period of time, has developed the individual's ability to concentrate to a high degree in a given activity or subject. Habitual attention is usually fully developed in an advanced scholar whose interest in his subject overcomes distractions and even organic conditions normally detrimental to attention. Such attention is usually present when an individual is keenly interested in the facts to which his attention has been drawn.

d. Factors that influence attention. There are seven factors which influence attention.

(1) Size. This factor is important when the size of the object to which attention has been drawn is great enough to make immediate identification possible. For example, a witness testifies that he heard a sound in a supposedly vacant office. Upon opening the door, the first thing he noticed was a document lying on the floor in the opposite corner of the room. This would be credible testimony. If the witness stated that the moment he opened the door he noticed a document classified "SECRET," such testimony would be doubted because the size of the classification stamp would not ordinarily be large enough for him to observe its wording until he had made closer examination of the document.

(2) Change. Any change in the varied stimuli operating on an individual will affect his attention as soon as the change occurs. For example, an individual leaving a warm room and going into a cold room would notice a change in the temperature stimulus. A passenger in a moving automobile might be completely oblivious to his surroundings or even sleeping during movement of the vehicle; however, if the vehicle were suddenly stopped the resultant change in the stimulus of motion would influence his attention.

(3) Interest. The observer's interest in the fact to which his attention was drawn will provide the investigator with an indication of the extent of the individual's attention to the fact and to concurrent facts.

(4) Organic condition. An individual's organic condition, both in general and with reference to the particular sense employed in an observation, must be evaluated in any determination of the accuracy of the observation. If, for ex-

ample, an individual states that he observed an event from a distance of 100 yards, the condition of the individual's eyes would have to be considered in evaluation of his testimony. Or consider the case of a soldier on duty as Charge of Quarters in a room adjoining the office of the commanding general of a large installation. The soldier is suffering from a severely strained ankle and forced to use a cane. He reports that during the evening he heard a noise inside the general's office. As he opened the front door the side door was slammed. He says he raced through the hallway and pursued a man down the stairs, through an open door, and down the street until he lost him in the darkness. The soldier gives a detailed description of the person he pursued. An evaluation of his testimony would naturally consider his organic condition and its relationship to the story. Since he was unable to run rapidly enough to closely pursue the subject, it is likely that he has either added guesswork to his story or has fabricated the story to cover some misdeed of his own.

(5) Suggestion. This factor, of great importance in the process of perception, also operates to influence attention. For example, an agent in showing an informant or witness a large number of photographs of suspects, selects one photograph and asks whether it is a picture of the person the witness observed. It is likely that the witness, encouraged by the agent's unspoken suggestion, will rationalize the likeness into that of the person he saw. For the same reason, it is unwise to place a suspect described by a witness as "short" among tall men in an identification line-up.

(6) Repetition. Repetition of a statement or of an action will exert a stronger pull on attention than will a single statement or a single action.

(7) Striking power. A bright color or a shrill sound will attract attention much more quickly than will a neutral color or a low, soft sound. Thus, if an individual states that, while reading a popular novel, he heard a shrill scream and ran to see what had happened, he could more readily be believed than if he said he heard a dull thud and ran to investigate. Striking power is "the unusual."

6. FACTORS INVOLVED IN PERCEPTION. Perception, the process of understanding a fact to which attention has been drawn, rests on four factors: mental capacity, educational background, empirical background, and occupational background.

a. Mental capacity. An individual with the mental capacity of a child of six might watch a movie with keen interest, but would not be capable of understanding it. Thus,

while the attention might be satisfactory, the perception is lacking; and the observation is, therefore, incomplete.

b. Educational background. A lecture on current affairs is attended by two persons, one a college graduate with a degree in political science and the other with only an elementary school education. Numerous terms dealing with economic, social, and legal aspects of current events are employed. The college graduate can be expected to comprehend the terms and grasp their import, while the other man will find that his lack of academic knowledge will prevent him from understanding the points the lecturer was trying to make.

c. Empirical background. A country boy visiting Times Square in New York City for the first time would perceive substantially less of what was happening there than the city boy. The city boy would be in a similar position on his first visit to the country where he would be baffled by the many unfamiliar aspects of farm life.

d. Occupational background. By way of illustration, consider a case in which the speed of a motor bus is in dispute. The witnesses are an elderly woman, a child, and an off-duty bus driver from another company, all of whom are passengers. The off-duty driver's estimate of the speed of the bus is likely to be the most reliable because his experience enables him to gauge the speed of that type of vehicle.

7. FACTORS GOVERNING REPORT. Report is affected by three factors: vocabulary, time lag, and the recurrence of similar incidents.

a. Vocabulary. This may be illustrated by taking the case of a child and an Eskimo standing on a corner when a fire engine races up the street. The child, in reporting his experiences, would merely state that a fire engine passed by. The Eskimo, because there is no word for fire engine in his vocabulary, would probably be forced to write many words in his attempt to describe this apparatus.

b. Time lag. The accuracy of a report is affected by the time interval between the incident and the report. Memory failure, the play of imagination, and distortion due to faulty recall affect the accuracy of a report as the time lag increases.

c. Intervening recurrence of similar incidents. A man living on a lonely road witnesses an accident in front of his home. He will probably remember the details of the accident for a considerable period of time because of the rareness

of such an event. On the other hand, the driver of a heavy interstate truck trailer, who witnesses many accidents, is likely to have difficulty reporting the details of an accident which he witnessed months before. He may confuse the details of the accident with similar accidents witnessed during the intervening period of time.

d. Practical application of the foregoing principles to the investigative mission of the Intelligence Corps is well illustrated by the following excerpt from a case file: An agent in an overseas occupation area received a report from a native informant, an atomic physicist prominent in the field of research. The informant stated that he had attended a lecture by a visiting physicist on the preceding evening. He gathered from the lecture that the visiting speaker, under the pretense of lecturing on atomic research, was disseminating propaganda inimical to the interests of the United States. The agent received the statement without comment and, after his informant had departed, proceeded to evaluate the informant's observation. The agent concluded that the informant's attention had been habitual, as he was a professional student and was intensely interested in the subject matter. Other factors substantiating the informant's conclusion were that first, being a physicist, he would recognize any deviations from the announced subject of the lecture; second, he attended the lecture because of interest; third, his organic condition was good, and he was not susceptible to suggestions or opinions of other witnesses because he had no time to talk to them. The factor of attention having been established, the agent next considered the probable degree of perception. With regard to the specific subject, the informant possessed the four requisites of good perception: mental capacity, educational background, empirical background, and occupational background. The informant possessed the vocabulary necessary to report his experience. There was no prolonged lapse of time between the incident and the report, and the informant had heard no other lectures since the previous evening, so there was no recurrence of similar incidents. The agent, finding that all the requisites of accurate observation had been fulfilled, placed a high evaluation on the observation.

CHAPTER 2

DESCRIPTION OF PERSONS

Section I. INTRODUCTION

8. GENERAL. Description is the technique of factually reporting one's own observations or the sensory experiences recounted by another person. Since the purpose of description is to present an accurate word picture, the use of standard terms in describing persons contributes importantly to the value of reports prepared by professional investigators.

a. A cornerstone of the investigator's system of describing persons is the complete Portrait Parle. This is the modern version of the original Portrait Parle, a complicated and lengthy system devised late in the nineteenth century by Alphonse Bertillion, a clerk in the French Surete. "Portrait Parle" means, in effect, "a spoken picture." While the Portrait Parle is usually obtained when the individual is in custody or under close observation, it is also a standard method of describing individuals under observation in other circumstances. It is used in describing, for future investigative reference, unidentified individuals observed during an investigation; in describing individuals to another agent so that he may form an accurate mental picture of them; and in identifying individuals from photographs. The Portrait Parle contains the standard terminology used to describe particular identifying physical characteristics. It is flexible, permitting additions and omissions as required by the situation.

b. The goal of the agent should be to train himself so that he can obtain a complete physical description of an individual in a matter of seconds. This ability may be acquired in the following manner:

(1) By learning the meaning of the numerous words used in describing various features.

(2) By studying and practicing the description of one or two features, such as eyes or nose, as they appear on several different persons and continuing this practice until all features have been covered.

(3) By learning a definite order of proceeding from one feature to another. A good example is from the top to the bottom in the following manner: hair, forehead, eyebrows, eyes, etc.

c. An accurate but incomplete description is much

better than a complete but inaccurate description. The descriptive details an agent obtains should be capable of creating in the mind of another a definite and accurate picture. While descriptions should be as complete as possible so they can be used by other agents who have never seen the subject of the description, there are certain descriptive points which should have priority when there is not enough time to make a complete picture. Thus, where time and circumstances do not permit completing the "Long Form" description, the following procedures are recommended:

(1) Almost every person possesses some distinguishing or outstanding physical characteristic. Hence, this is the most important part of a person's description. If this distinguishing characteristic is not initially apparent, the agent must look for it. Such a characteristic may be extraordinarily large ears, scars, a club foot, a peculiar gait, or an unconscious nervous habit. Thus, where time for observation is short or conditions impede observation, the agent should concentrate on observing the following physical characteristics in the order indicated:

- (a) Outstanding or distinguishing characteristic.
- (b) Middle third of the profile: nose, eyes, and ears.

(2) As many of the following characteristics should be observed as time and conditions permit:

- (a) Outstanding or distinguishing characteristic.
- (b) Height.
- (c) Build.
- (d) Weight.
- (e) Age.
- (f) Race.
- (g) Sex.
- (h) Nose.
- (i) Eyes.
- (j) Ears.

Section II. DESCRIPTION OF PERSONS

9. **DESCRIPTIVE FORMS.** Descriptive information is utilized throughout investigative circles in three descriptive forms. They are:

a. Short form or emergency form. This form contains such information as the six general characteristics--sex, age,

race, height, weight, and build. In addition, the form gives the subject's outstanding physical characteristics and any other important items of information useful for identification.

b. Record or penitentiary form. This information consists of general information such as name, addresses, relatives, age, sex, race, height, weight, build, date of birth, fingerprints, photographs, and other information of this nature. This information is gathered from a person in custody or from authentic files.

c. Long Form or Complete Portrait Parle. This form contains all possible information about a person including general information, general characteristics, and specific characteristics.

10. GENERAL INFORMATION. General information should be indicated as follows:

a. Name. The name should be written in full; initials should not be entered as such unless the letter represents nothing but itself. The subject should spell his name so that the entry will be correct. Many names are spelled differently but sound the same; for example: Brown, Browne, Braun, Broun; Bird, Byrd, Burd.

b. Aliases and nicknames. All known aliases and nicknames, including their various spellings, must be recorded. This is of utmost importance, for in many cases an individual will be known by an alias or nickname and not by his full given name. An alias, which is the individual's own attempt to change identity, is any other name than his given one. Nicknames are those bestowed by friends and acquaintances. For example, Jim is an alias for James if the individual introduces it himself; it is a nickname if it is wished upon him by friends. Particular attention should be paid to female aliases and nicknames for it is common for women to be known by such names as Jackie, Charlie, Billie, Jo, and Betty. These may be given names or perversions of longer given names.

c. Serial Number. If applicable, a subject's serial number and branch of military service should be indicated. If the subject has served in a status other than his present one, that fact and the former serial number should also be stated; i.e., some officers were formerly enlisted men, and some present enlisted men have held temporary appointments as officers.

d. Social Security number.

e. Fingerprint classification.

f. Present and former addresses. Include all former military unit assignments and APO numbers wherever applicable. The length of service or dates of residence should also be included. This item provides important sources of information. If a person has lived in a neighborhood for any period of time, there should be several people with whom the subject has had social or financial contact. These sources may contribute specific information pertaining to the subject's character, habits, and means of livelihood.

g. Sex habits. If the subject's sexual traits are known to be abnormal this should be indicated. Persons of perverted sexual tendencies generally have unusual associations and contacts; hence, these associations, contacts, and the public places frequented by such an individual should be listed in detail.

h. Citizenship. Both the country and the means of acquisition of citizenship should be stated. If the subject is a naturalized citizen of any country, indicate both original and acquired citizenships. Naturalized persons are required to substantiate their citizenship by appropriate certificates or documents. Appearance, uniform, or other superficial evidence cannot be accepted as verification.

i. National origin. This general characteristic is indicated by reference to the subject's nationality, or that of his ancestors. Terms used for completing this include German-American, Irish-Italian, Ukrainian, Yugoslav, etc. The subject should be questioned concerning his national origin or it should be determined by other means, since guesses based on appearances often prove wrong. Appearances may cause a national of one Romance-language country, for example, to resemble a native of another. Similarly, certain family names are common to many central European and the Balkan countries.

j. Walk. The manner of walking varies with each person. Descriptive terms: shuffling, limp, ambling, stiff, striding, pigeon-toed, splay-footed, club-footed, bowlegged, flat-footed, and knock-kneed.

k. Voice. Accent and pitch are the principal characteristics by which a voice may be described. The rate of speech and clarity of enunciation are also means of identification and should be described. Speech impediments are other outstanding characteristics. Accent should be noted as Oriental or European, or Southern United States. Accent

is a dangerous point and should be handled with extreme care. Pitch of a voice is high, low, or normal. If extremely high it may be termed squeaky; if unusually low it may be called gruff. Slowness or rapidity are marked qualities of speech, almost always accompanied by either clarity of enunciation or mumbling. Stammering or stuttering, nasality, and speech mannerisms characteristic of the opposite sex are considered peculiarities of speech or impediments.

1. Body scars and marks. This class of identifying characteristics comprises all permanent body scars and marks. The exact location, size, and color should be given. There are two classes of scars and marks; invisible and visible.

(1) Invisible scars are those which are located on the body in such a position so as to be hidden by the individual's clothing.

(2) All permanent body markings visible when the individual is fully dressed are visible scars; these usually are located on the hands, neck, face, and head.

m. Diseases. Any chronic disease or disability of the subject should be indicated. This includes ulcers, tuberculosis, eczema, partial paralysis, etc. These may be an aid to identification or, through source of drug supply, lead you to the suspect.

n. Dress. Adults seldom change their habits of dress. Some persons will almost always be neat and meticulous while others will display no effort in the selection and care of apparel. Taste in clothing and the quality of clothes help to identify an individual and they should be described. No universal rule can be cited for classification of people according to dress. The investigator can, however, describe an individual as neat or slovenly, as conservatively or gaudily dressed. The type of costume generally worn should also be mentioned. Some people dress habitually in sport clothes; others prefer dress clothes while still others almost always wear work clothes. The cost of the clothing is another descriptive feature. Certain people will purchase only expensive clothes; others, nothing but cheap apparel. Color combinations and specific colors are peculiar to almost everyone. Such personal patterns and combinations should be listed as they are identifying and descriptive.

o. Outstanding personal traits. This heading is reserved for those traits and characteristics not mentioned elsewhere in the description. Remarks such as the following should be entered: never wears a hat; inordinately loud;

raucous laugh; reckless, unthinking driver; smacks lips and sucks teeth when talking or eating; never looks anyone in the eye. Items under this heading should be noticeable to all observers, not vague traits difficult to detect.

p. Miscellaneous peculiarities and mannerisms.
Idiosyncrasies not apparent to an observer--such as hobbies and pursuits--should be listed under this heading.

q. Habits. Habit refers to settled disposition or tendencies due to repetition. Habit may range from matters of appearance to practices of any sort. A person may be habitually clean or habitually dirty; he may practice certain forms of gambling; his use of tobacco may be restricted to a specific practice; he may be addicted to drugs, or be extremely partial to certain drinks. Such tendencies are habits and useful points of identification.

r. Amusements. This heading is concerned with leisure time activities. After adolescence the activities of people usually follow the pattern already fixed and changes are usually within the same general field. An individual interested in sports usually will continue to maintain this interest, at least as a faithful spectator. Those who indulge in passive relaxation such as is afforded by the theater will continue to attend theaters, movies, operas, and concerts. The scale of amusements extends from sports through resorts, dance halls, billiard parlors, the theater, and museums, to the home workshop.

s. Attitude and disposition. Attitude is a relatively fixed mental point of view; disposition is the combination of the prevailing habits of temperament, personality, and individuality. These factors do not change readily, and they reveal much about a person. Following are some of the terms used in classifying persons according to attitude and disposition:

secretive	dense	excitable	evasive
coarse	talkative	shallow	rude
flippant	energetic	irresponsible	unassuming
forward	shiftless	indifferent	tactful
lazy	credulous	humorous	alert
ingratiating	conceited	imposing	fawning
boisterous	posing	shrewd	sensible
overbearing	likable	phlegmatic	bigoted
tolerant	liberal	orthodox	conservative
radical	sensitive	limited	precocious

t. Family. All available information concerning the subject's family and family history should be listed.

u. Associates. The names and addresses of friends, acquaintances, and associates of a subject should be listed as completely as possible, together with an indication of the type of person each is.

v. Organizations. Fraternal, social, civic, and political groups with which subject is identified should be listed wherever possible since they often constitute important investigative leads. Special attention should be paid to subversive organizations.

w. Occupation, profession, or trade. An individual's livelihood is often indicated by his appearance, especially when he is engaged in a manual trade or certain professions. Labor and professional organizations provide an excellent means of tracing an individual since most mature persons usually rely on skills in which they are proficient when seeking employment.

x. Education. List all schools attended by subject and addresses of the schools.

y. Military history. An individual's service in the United States Armed Forces should be verified by certificates of service or discharge papers. Service in the forces of foreign nations should be proved or the entry should be indicated as merely an allegation.

z. Criminal record. This information should be verified by reference to the agencies concerned or to those agencies which could have any information regarding the subject.

aa. Photographs. Photographs should be included to complete the description of any subject. They may be obtained from professional photographers in the subject's area of principal residence, from police files, from friends and relatives, from former employers, and from various other sources, depending on the extent of the subject's activities.

11. GENERAL CHARACTERISTICS. Six general characteristics are used in the description of individuals. They are as follows:

a. Sex. Designation of sex holds the promise of narrowing identification to 50 percent of the possible suspects. However, surface disguise is easily effected, and this

possibility detracts from the importance of sex as a characteristic which can be relied upon for accurate identification.

b. Race. Race is described as Caucasian, Indian (American), Negro, Mongolian and Malayan. White, black, brown, red or yellow may be used in describing the degree of tint of a non-white. For example: Race: Negro, black, dark brown, or light brown.

c. Age. If the exact age of a person is obtainable for the "Long Form," it should be given with the exact date of birth. When the age is not known, the investigator's estimate should be stated within a five year span. For example, a person believed to be twenty-three years of age is estimated to be twenty to twenty-five.

d. Height. An individual's height should be recorded exactly as it is measured. If it is not possible to measure a subject's height, it should be estimated according to the eye-level method. The eye-level method is the most effective for estimation. The investigator stands on the same level as the subject and looks directly at the subject on a horizontal plane, noting where his eye level falls on the individual under scrutiny. By checking the distance between this point and the subject's eye level, the investigator is able to estimate his height. If the subject's eye level is three inches above the point of contact, it may be assumed that the subject is three inches taller than the investigator; if the subject's eye level is two inches lower, his height is correspondingly estimated as being two inches shorter than the investigator's. When estimating the height of a subject as six feet, the estimate allows for a two inch span or margin of error and is designated as follows:

HEIGHT: 5'11" - 6'1".

Thus, the person reading the description knows that the height has been estimated and not measured. Should a subject be six feet five inches tall or four feet four inches, such outstanding characteristics are underlined to assure the particular attention of those receiving the report. This is written as follows:

HEIGHT: 6'4" - 6'6".

HEIGHT: 4'3" - 4'5".

Underlining may be used to show that no mistake has been made in transcribing a report.

e. Build. Build may be described as medium, stocky, heavy, very heavy, slender, thin, or emaciated. Build refers to the general structure of a person, but to give a clearer picture, carriage, the chest, and the waist are also described.

(1) Carriage is the usual manner of holding the head and shoulders when walking. It is designated as being erect, stooped, or hunchbacked.

(2) Posture refers to a person's stance and may be described by terms similar to those used to describe carriage. Posture is either erect, stooped, slumped, or hunchbacked.

(3) The chest is described as being narrow, broad, or bulging.

(4) The waist may be designated as slim, medium, or stout.

f. Weight. A person's weight is properly estimated when both height and build are considered. Estimation is based on the table of weight for men of medium build, used by physicians in the United States:

<u>Height</u>	<u>Build</u>	<u>Normal Weight</u>
5'	Medium	115
5'1"	"	120
5'2"	"	125
5'3"	"	130
5'4"	"	135
5'5"	"	140
5'6"	"	145
5'7"	"	150
5'8"	"	155
5'9"	"	160
5'10"	"	165
5'11"	"	170
6'	"	175
6'1"	"	180
6'2"	"	185
6'3"	"	190
6'4"	"	195
6'5"	"	200
6'6"	"	205

The preceding table covers only medium build. Therefore, in estimating other categories of builds, the following table is used. When a person's build appears to be:

Medium - No weight is added to the normal.
Stocky - Add 15 to 25 pounds to the normal.
Heavy - Add 25 to 40 pounds and up to the normal.
Very heavy - Add 40 pounds and up to the normal.
Slender - Subtract 15 to 25 pounds from the normal.
Thin - Subtract 25 to 40 pounds from the normal.
Emaciated - Subtract 40 pounds and up from the normal.

Thus, if a man 6'1" tall appears slightly on the heavy side, we know from our table his normal weight, if medium build, should be 180 pounds. However, since his build is slightly heavy we add 25 (or more) pounds, bringing the estimate to 205 (or more) pounds, and indicate it as follows: (Always use a ten-pound span in indicating estimated weight.)

WEIGHT: 200-210.

If the person has been weighed, give exact weight indicating whether clothed or stripped. If a person appears heavier or lighter than his actual weight, it should be noted on the description. For example: Weight 210 - clothed; appears 20 to 30 pounds heavier.

12. SPECIFIC PHYSICAL CHARACTERISTICS. These are characteristics peculiar to the specific individual. The established order of procedure is visual observation from head to foot to ensure that nothing is omitted.

a. Face and head. (Figure 1.) The face is judged in reference to its shape, color, and peculiarities; the head, in relation to its shape and any peculiarities of carriage.

(1) The shape of the face. (Figure 2.) Seen from the front, the shape of the face is described according to the apparent proportionate relationship between its height and its breadth. Such comparison can be expressed in a variety of descriptive terms, such as: square, broad, round, thin, fat, long, and oval. The oval-shaped face is predominant.

(2) Complexion. Complexion is designated as fair, dark, sunburned, brick-red, sallow, yellow, black, brown, or ruddy.

(3) Peculiarities. Peculiarities of the face may be described as: prominent cheek bones, flabby cheeks, full or fat, bony or thin. A smile or scowl should be indicated if habitual.

(4) Shape of the head. (Figure 3.) The shape of the head may be expressed as being round, high in the

crown, flat at the back, bulging at the back, or egg or keel shaped.

(5) Peculiarities of the head. Peculiarities of the head are almost always the result of carriage of the head. The head may be habitually bent forward, turned sideways, inclined to the left or right, inclined backwards, or inclined backwards to the left or right.

b. Hair. (Figure 4.) Description of hair involves three factors: color, style, and deficiencies.

(1) Color. The color may be stated as: black, gray, brown, red, golden, white-blonde, white, or mixed gray-black, mixed gray-brown, etc. The possibility of dyed hair should not be overlooked.

(2) Style. There are many ways of wearing the hair. Women's hair styles are almost always personal but usually follow a general fashion trend. Men's styles are more standardized. In describing feminine hair style, the investigator should determine which fashion trend is closest to that of the subject and then indicate the variation used by the individual. Descriptive terms include such words and phrases as long, short, close-cropped, parted on the right (left), combed straight back, etc.

(3) Peculiarities and deficiencies. This item is concerned with the manner and extent of the growth of hair or with the lack of hair.

(a) Peculiarities. Peculiarities of hair considered identifying characteristics are qualities such as curliness, kinkiness, straightness, and waviness. Some of these terms may be used in combinations as in the case of a person whose hair is straight except for a pronounced wave over the right temple. If the growth of hair is abnormally thick or thin, this should also be mentioned.

(b) Deficiencies. (Figure 5.) Partial or complete lack of hair is an important identifying characteristic. This characteristic does not, however, always manifest itself in the same manner or degree. There are various kinds of baldness and varying degrees of baldness. The principal types:

1. Frontal baldness - lack of hair on the front or forward part of the head, over the forehead.

2. Baldness covering the entire top

of the head - term used to indicate the absence of hair, save on the sides of the head.

3. Occipital baldness - occurs when the posterior part of the head is partially or totally devoid of hair.

4. Total receding hairline - uniform regression at the outline of the growth of the hair.

5. Receding hairline over the temples - regression of the outline of the hair over the flattened space on each side of the forehead.

c. Forehead. (Figure 6.) The forehead is described according to slope, height, width, and peculiarities.

(1) The slope of the forehead is observed in profile and described in respect to a vertical plane passed through the arch or ridge over the eye and parallel to the front of the body.

(a) Receding. A forehead is receding if it inclines prominently to the rear of the head.

(b) Slightly receding. A slightly receding forehead has a minimum inclination to the rear or a slight divergence from the vertical.

(c) Vertical. A forehead is vertical if the line of the forehead coincides with the vertical plane.

(d) Prominent. A forehead which is straight but slightly in advance of the vertical is termed prominent.

(e) Bulging. A bulging forehead is curved and in advance of the vertical.

(2) The height of the forehead. The height of the forehead is observed in profile and is the vertical distance from the normal hairline to the eyebrows. It is described as being low, medium, or high. The proper classification is determined by observing whether the height of the forehead is respectively less, equal to, or greater, than one-third of the vertical distance from the normal hairline to the point of the chin.

(3) The width of the forehead. The width of the forehead is the distance separating the temples. It is

expressed as narrow, medium, or broad.

(4) Peculiarities. Peculiarities of the forehead include pronounced permanent frown and deep horizontal wrinkles.

d. Eyebrows. (Figure 7.) Eyebrows are described in respect to their shape, length, breadth, and color. The color of the eyebrows is, however, only described when it differs from the color of the hair on the head. The terms used for describing the color of hair are also applied to eyebrows.

(1) Shape. The shape of the eyebrows is either arched, slightly arched, peaked, straight, oblique, or slanted up or down.

(2) Length. The length of the eyebrow is long, short, medium, united, or nearly united. The length is determined by noting whether the end of the eyebrow is even with, extends beyond, or falls short of the corner of the eye. It is then described as long, medium, or short. Notice should also be made as to whether the eyebrows are united over the root of the nose.

(3) Breadth. In regard to breadth, the eyebrow is thin, thick, plucked, or pencilled. It may be further described as bushy, heavy, or sparsely haired.

e. Eyes. (Figure 8.) The size, color, and any peculiarities are the identifying features of a person's eyes.

(1) Size. Eyes are either large or small.

(2) Color. Distinct colors seen in the iris are listed. Usual colors are black, dark brown, brown, light brown, green, blue, and gray.

(3) Peculiarities. Identifying characteristics in respect to peculiarities are based on organic defects of the eye; on variations or combinations in color; on the position of the eye in respect to the surface of the face, and on the appearance of the area surrounding the eye.

(a) Organic defects of the eye include squints or casts, irregularly shaped pupils, and the absence of an eyeball. A squint or cast is present when the optical axes do not coincide; persons with this defect are commonly called cross-eyed. Certain individuals possess pear-shaped or otherwise eccentric pupils. Visual deficiencies almost

always require the use of glasses; the conditions under which glasses are worn and the style of the glasses should be mentioned.

(b) Color peculiarities range from eyes of different colors to white spots on the irises. Included in the peculiarities are eyes with multicolored irises, albino eyes or blue eyes with red pupils, and unusual color combinations. Watery eyes are marked by a constant flow of tears.

(c) Eyes may be described as sunken, shallow set, deep set, or protruding, in respect to their projection beyond the eye socket.

(d) Structural peculiarities include such features as peculiarities of the lids; long, short, or absent eyelashes; and pronounced sacs under the lower eyelids.

f. Nose. (Figures 9, 10, 11, and 12.) The form of the nose is observed in profile. The features considered in describing the nose are the root, the line of the bridge, the base, the projection, dimensions, and peculiarities.

(1) Root. (Figure 9.) The root of the nose is the cavity at the top of the nose between the eyes. Describe the depth as medium, shallow, deep, or gradual curve.

(2) Line of the bridge. (Figure 9.) The line of the bridge is the outline of the nose from the hollowest part of the root to the point of the nose. The line may take some of the following shapes:

(a) Concave. The line of the nose recedes toward the base after leaving the root and then rises again toward the tip, thus forming a concave line.

(b) Straight. The line of the bridge follows the shortest, unbroken distance from root to tip.

(c) Convex. The line of the bridge rises upward from the root and descends again toward the base, forming an obtuse angle one-third of the distance from the root.

(d) Aquiline or eagle. The line of the bridge forms an obtuse angle two-thirds of the distance from the root.

(e) Roman. The line of the bridge is broken and takes the form of an obtuse angle. The angle is formed

one-third of the distance from the root; the second and longer leg of the angle is parallel to the vertical plane of the body.

(f) Undulating. Wavy bridge line.

(3) Base of the nose. (Figure 10.) The base of the nose is described according to its slope. This slope is in the line from the point of junction of the nostril with the cheek to the tip of the nose. The slope of the base is designated as turned up, horizontal, or turned down.

(4) Dimensions. The dimensions considered are the length, projection, and width of the nose.

(a) Length. (Figure 10.) The length of the nose is observed in profile and is the vertical distance from the hollowest part of the root to the point of attachment to the cheek. The length of the nose is stated as long, medium, or short. A medium nose is equal to one-third of the vertical distance from the normal hairline to the point of the chin. A long nose is greater, and a short nose less, than one-third of this vertical distance.

(b) Projection. (Figure 10.) The projection is observed in profile and is the distance between the point of attachment of the nostril and tip of the nose. It is expressed as short, medium, or long.

(c) Width. (Figure 11.) The width of the nose is the horizontal distance which separates the two sides of the nose at their greatest breadth. This is observed from the front and is described as narrow, medium, or wide.

(5) Tip. (Figure 11.) The tip of the nose is described as pointed, round, flat, bulbous, bilobed, or diverted to one side.

(6) Nostrils. (Figure 12.) The nostrils are described as not visible, slightly visible, flared, thick or thin; the septum also is indicated as not visible, slightly visible, or very visible.

(7) Peculiarities of the nose. Peculiarities of the nose are structural; they may be inherited or acquired.

g. Mouth. (Figure 13.) The mouth is described in reference to size, shape, and any visible peculiarities of the teeth.

(1) Size. The size of the mouth is judged as

seen from the front; it is noted as large, medium, or small. Size is determined by drawing two imaginary parallel lines through the pupils of the eyes; if the corners of the mouth fall on these lines it is an average mouth; if wider than these lines, it is a large mouth, and if narrower, a small mouth.

(2) Shape. The mouth may be drooping or upturned at the corners; it may be habitually held open. Certain mouths are crooked, twisted, or contorted when the individual is not speaking; in other persons, identifying distortions are noticeable only when the subject is speaking or laughing.

(3) Teeth. Teeth are described in respect to color, uniformity, presence or absence, and use of any dental appliances.

(a) Color. Extreme whiteness or discoloration of the teeth should be noted. Certain persons have unevenly colored teeth which constitute a particular identifying characteristic.

(b) Uniformity. The following irregularities of teeth may be noted: prominent or protruding teeth, otherwise known as "buckteeth" or "squirrel teeth;" overlapping teeth; certain teeth extremely long or extremely short; and teeth spaced wide apart. Gold and silver fillings and dental appliances should also be noted. The presence of uniform, evenly colored, unimpaired teeth in persons of middle age may indicate false teeth. If possible, the type of denture and whether it is upper or lower should be included in the description.

h. Lips. (Figure 14.) The lips are described in regard to the length of the upper lip and the thickness of both lips.

(1) Length of the upper lip. The length of the upper lip is the vertical distance from the base of the nose to the line of the mouth. It is expressed as long, medium, or short.

(2) Thickness. Thickness of the lips varies with each individual. The terms thin and thick are used in describing this qualification.

(3) Peculiarities. Peculiarities of the lips are structural; like those of the nose, they may be inherited or acquired.

(4) Lower lip. The lower lip is described on the basis of length, thickness, and peculiarities (such as a pendant lower lip which droops). Length is measured from the mouth line to the gum line recession.

i. Chin. (Figures 15 and 16.) The chin is considered in respect to the outline of its profile, its size, length, and any peculiarities.

(1) Line of profile. General slope of the profile of the chin is termed vertical, normal, and, in extreme cases, jutting or receding.

(2) Size and shape. Size and shape of the chin are considered from the front. It is described as small, large, pointed, or square.

(3) Length. The length of the chin is the vertical distance from the lower edge of the lower lip to the point of the chin.

(4) Peculiarities. Peculiarities of the chin are structural. These include: double chin, dimpled chin, cleft chin, and recession at the gum line.

j. Ear. (Figures 17, 18, 19, and 20.) The ear is that part of the body that changes least with age, and one person's ear is rarely identical with another person's. As a woman's hair often conceals her ears, this feature is of little use in describing a female; however, the majority of subjects of investigations are male, and a correct description of the ear is an integral part of the description. The principal difficulty in using the ear as a means of identification arises from the frequent lack of opportunity to observe the ear as closely as is necessary. A detailed description of the ear cannot be provided by common terms; instead, the investigator must learn the terms used in "Portrait Parle." The ear is composed of a series of ridges and hollows, but only the ridges are described. These ridges are known as: border or helix, lobe, tragus, anti-tragus, and folds.

(1) The border or helix. (Figure 19.) The border of the ear starts at the central depression or shell above the auricular cavity and borders, in the manner of a gutter, two-thirds of the arc of the ear. The border, or helix, is divided into four parts:

(a) Original helix. The original helix

rises in the shell. It is described from the point of view of its length or degree of extension into the shell. If it is completely lacking, it is designated as nil. As the helix rises more or less forward in the shell, it is termed, respectively, long, medium, or short.

(b) Forward helix. The forward helix is of little importance because its form is about the same in all ears.

(c) Upper helix. The upper helix is considered not in respect to length, but rather in regard to width. If the upper helix is absent, it is termed flat. According to its width the helix, when present, is designated as narrow, medium, or wide.

(d) Rear helix. The rear helix, like the upper helix, is examined in respect to width and may also be termed narrow, medium, or wide. It is considered in regard to its "degree of opening," which is the distance which separates the helix from the antihelix, or inner fold. This degree of opening is termed open, medium, or closed.

(e) Peculiarities of the helix. (Figures 18 and 19.) The peculiarities of the helix are structural and are primarily confined to the upper and rear helixes. The upper helix may form a right angle or an acute angle; this angle may be located in the forward or rear portion of the ear, and it may be formed by the upper helix alone, or by the junction of the upper and rear helixes. Certain growths or extensions often occur at the point of identifying characteristics, as in the case of injury to the ear.

(2) The lobe. (Figure 20.) The lobe is the lowest part of the ear and is situated at the termination of the rear helix at the point of attachment to the cheek. The lobe is described in terms of its length and contour.

(a) Length. The length of the lobe is measured from the bottom of the antitragus to the lowest part of the lobe. It may be designated as short, medium, or long, in respect to the proportion of its length to the length of the ear.

(b) Contour. The contour of the lobe is the outline described by the lobe at the point of the attachment of its lower point to the cheek. The contour of the lobe is one of the following:

1. Descending. The lobe finishes in

a descending point attached along the cheek.

2. Square. The lobe ends in a line parallel to the horizontal plane of the head.

3. Medium. The lobe joins the cheek to form a re-entrant angle.

4. Gulfed. The lobe is entirely isolated from the cheek.

(3) General shape. (Figure 18.) Almost all ears are oval in shape. Therefore, shape is not indicated unless the ear is triangular, rectangular, or round.

(4) Proximity. The ear is stated as being close to, or protruding from, the head.

(5) Size. The ear is large, medium, or small, according to its proportion in relation to the size of the head.

(6) Peculiarities. Peculiarities of the ear may be inherited or acquired. The position of the ear, structural peculiarities, and acquired deformities also are identifying characteristics. The ear may be set low or high; i.e., the upper helix may be respectively higher than, or in line with, the level of the eye.

k. Neck. Identifying features of the neck are its length, relative thickness, and any peculiarities.

(1) Length. The neck, in respect to the vertical distance from the point of the chin to the line of the shoulder, is termed long, short, or of medium length.

(2) Thickness. In respect to the apparent proportionate relationship of the size and shape of the head and the length of the neck, the neck is designated as thick or thin.

(3) Peculiarities. Peculiarities of the neck vary from a goiter, prominent Adam's apple or projection of the larynx, and puffed neck, to the presence of folds at the back of the neck.

l. Shoulders. The shoulders are described in terms of their breadth, slope, and any peculiarities.

(1) Breadth. This characteristic is indicated as narrow or broad.

(2) Slope. The slope of the shoulder is square, normal, or oblique.

(3) Peculiarities. A dropped right or left shoulder, round shoulders, or stooped shoulders are indicated as peculiarities.

m. Stomach. The stomach is flat or bulging, trembling or firm.

n. Hands. Hands are described in respect to length, the proportion of the length of the fingers to the palms, the shape of the finger tips, and any peculiarities.

(1) Size. Hands are classed as large, small, or medium.

(2) Fingers. Whether fingers are short or long is determined by comparison with the length of the palm of the hand. If the finger tips are square or so pointed as to be a particular identifying feature, this should also be noted.

(3) Peculiarities and deformities. Missing or deformed fingers are important identifying characteristics. Misshapen or missing fingernails also should be indicated. Certain occupations mark or discolor the hands distinctively, as does continual use of tobacco. Such characteristic staining or marking may be considered almost permanent and, therefore, identifying.

Section III. IDENTIFICATION

13. USE OF AN ARTIST IN REPRODUCING A LIKENESS. The average witness is usually unable to describe a suspect adequately. This is frequently due to lack of training in observation or to lack of descriptive vocabulary. However, the witness may have a very definite image of the subject and, while unable to describe him, may be able to identify him in a group of persons.

a. The first question asked of a witness is whether the suspect resembles any famous or well-known person either in his physical characteristics or expression. If this approach fails to yield results, the investigator is faced with detailed effort to accomplish identification. The agent could have the witness look through a file of photographs, such as a police identification bureau file or newspaper file, to select photographs of individuals who resemble the subject. From such photographs, the witness may be able to point to the various characteristics wherein a difference or likeness exists.

As the witness points these out, the agent should have an artist make a rough sketch. From this sketch, the artist could draw four or five sketches with slightly varying characteristics, from which the witness could select the one which most resembles the subject.

b. Where there are several witnesses to an incident, they should be separated and a complete word description of the subject taken from each witness. A composite description is then prepared from the various word descriptions and is given to the artist who makes several similar sketches which are shown to the witnesses. The witnesses are requested to suggest such changes as are necessary to make the sketches resemble the subject. The final sketch should be a likeness of the subject which satisfies all the witnesses.

14. **PREPARATION FOR IDENTIFICATION OF AN APPREHENDED SUSPECT.** Before requiring a witness to identify an apprehended suspect, the agent should learn all he can about the incident involved so that he can weigh the factors of suggestion operating on the witness at the time of the incident. This will enable the agent to avoid any conduct of speech which might influence the identification. Should investigation result in a trial or board proceedings, the weight given to a witness's identification of a suspect depends primarily on the ability of the witness to make an identification, and the procedure or circumstances under which the witness first identified the suspect after apprehension.

a. A witness's intelligence, formal education, and opportunity for calm and even lengthy observation provide no assurance of accurate identification. Witnesses with these advantages frequently make unreliable and inaccurate identifications. On the other hand, witnesses with a low level of intelligence or less formal education who have not been afforded an opportunity for calm observation have frequently made reliable and positive identifications. It is true that in cases where the action is slow and there is ample opportunity for calm observation, a good identification may be expected. Where the action is rapid and the elements of excitement, fear, anxiety, and nervousness are likely to be present, the agent may reasonably expect an inaccurate identification, or no identification at all. However, there are times when excitement and nervousness cause the senses to become more acute and the mind more active. In view of this, the statement of each witness must be analyzed for the possibility that he was mistaken, misled, or influenced in making the identification.

b. The agent must try to obtain from the witness

information regarding such identifying details as scars, marks, outstanding characteristics, deformities, etc.

c. The agent should determine whether the witness has discussed the incident with other witnesses and compared impressions. It is especially important that the agent determine whether the witnesses originally entertained different impressions, but agreed upon one story or description after discussing the matter with each other. Frequently, a witness has been wrongly convinced by others that he was mistaken in some or all particulars.

15. IDENTIFICATION OF AN APPREHENDED SUSPECT. The witness alone must make the identification. Assisting a witness in this process is akin to rationalization and the establishment by the agent of conclusions based upon guesswork.

a. If the witness has a mental image of the suspect or remembers some particular of his appearance, he will be able to identify the suspect in a group of persons shown to him under the same conditions. Hence, when a witness is requested to identify a suspect among a group of people, the same conditions should prevail as those at the time the witness made his original observation. These conditions should be determined by prior interrogation of the witness. The line-up should be conducted in such a manner that a speech characteristic, deformity, identifying mark, or other special identification key recalled by the witness would be revealed if it exists. Thus, it may be necessary to have the group walk, talk, or wear a certain type of clothing. Unusual lighting conditions should be at least approximated if not reproduced.

b. If prior interrogation of the witness has revealed any likelihood that he will declare, because of fear, that he cannot identify anyone in the line-up, the agent should make arrangements to have the line-up viewed without participants seeing the witness.

c. Those in the line-up should not vary radically in racial characteristics, height, weight, or build. The witness should be instructed that he will be shown a group of persons; that the suspect may or may not be one of the group; and that he should scrutinize all members of the group. He should also be told that while the group is in the room he is not to indicate whether he is able to identify the suspect. All conversation between witness and agent should be out of the hearing of the line-up.

d. After the initial identification is made from a line-up, consideration should be given to one or two additional line-ups to determine whether the witness identifies the suspect again. Where there are several witnesses and conflicting identifications, the agent must endeavor to determine--by further interrogation, analysis of witnesses's statements, and study of the case--which is the reliable and accurate identification.

CHAPTER 3

OBSERVATION AND DESCRIPTION OF INCIDENT SCENES

Section I. INTRODUCTION

16. **GENERAL.** Minute details on or about an incident scene may prove, as investigation proceeds, to be the key to solution of the case. Inasmuch as it is frequently impossible at the beginning of an investigation to separate the unimportant from the important details, it is necessary that the agent train himself to observe systematically, painstakingly, and minutely. Should the agent be required to appear as a witness in court, his admission that he is unable to describe things he could and should have seen reflects unfavorably upon his professional competence and detracts from the value of his testimony. In any case, informational gaps will appear in his report and higher intelligence authority will be handicapped.

a. The first step in determining what is of value as evidence is to determine the conditions prevailing before the incident occurred. Information obtained from a witness will simplify this task. When there are no witnesses, intelligent and diligent observation, though far more tedious, will enable the agent to get the facts.

b. The customary objects on an incident scene are those which are ordinarily part of the scene and are still in their customary place. All other objects are considered recently-placed articles. Objects are frequently moved in connection with the perpetration of an incident; hence, their position and the manner of change are often of utmost significance.

c. Having tentatively determined the customary objects, the agent may assume, pending evolution of the case, that all other objects have been recently placed on the scene and that they may be connected with the incident or at least with the movements of persons shortly before or after the

incident. To illustrate, the position of cigarette ashes may be significant. Ashes deposited partly in the ash tray and partly on the table may indicate a number of things: that the person was careless in depositing the ashes, which may be a personal characteristic; that he was subjected to some distraction or emotion; or that he reached toward the tray from the side on which the ashes were spilled.

d. Having observed the details, the agent must determine how each fits into the reconstruction of the incident. The agent must further determine the effect of each detail on the several theories which he may tentatively entertain.

17. INCIDENT INVESTIGATIONS. In properly handling an incident scene after his initial observation, the agent must remember the four elements of any successful complaint investigation:

a. The corpus delicti (proof that a crime has taken place).

b. The modus operandi (manner in which the subject caused the incident to occur).

c. The means or instrument.

d. Accurate identification of the individual or individuals involved.

These four elements require that three things must be done to the incident scene in the following order: protect, preserve, and process.

Section II. SCENE

18. PROTECTION OF THE INCIDENT SCENE. The scene should be protected from the accidental or intentional intrusion of unauthorized persons by placing guards at strategic locations, roping off the area, if inside, locking the door. The cardinal rule in handling an incident scene is to never remove, touch, or alter anything until it is identified, measured, and photographed. Remember that whenever an article has been moved it can never be restored with certainty to its original position. Indiscriminate handling of the objects on an incident scene may result in the destruction or contamination of evidence. Initially, the agent must assume that everything is important to the investigation.

19. PRESERVATION OF THE INCIDENT SCENE. Preservation of the original incident scene, with all of its component details,

provides the agent with an indispensable reference source during the investigation. This preservation is best achieved by photographs, substantiated by a sketch and a word description. If witnesses and others concerned in an incident can explain their respective positions and observations with the aid of a sketch, considerable time is saved and confusion is avoided. Systematic preparation of a sketch will assure inclusion of important details which might otherwise escape the agent's notice, or which, while initially irrelevant, may subsequently prove to be of great importance. In most cases it will be impracticable or impossible to examine certain details repeatedly because the scene of the incident will be altered during the course of the investigation. The purpose of the word description is to explain the photographs, sketches, and other data such as odors, colors, numbers of exhibits, etc.

a. Photographs. Photographs of the scene should be made from all angles. While a photograph achieves graphic preservation of a scene, it does not accurately portray depth; for this reason, distances and measurements must be supplemented by a sketch. However, photographs, unlike sketches, do show all the details of a scene and are therefore indispensable. Sufficient exposures should always be made to allow for the possibility that a few will not be clear and distinct.

b. Sketches. A sketch of an incident scene is an exact drawing to scale of relevant details.

(1) The following rules should be observed in sketching an incident scene:

(a) Decide what is to be sketched before the actual drawing is begun.

(b) Draw the scale on the sketch; where appropriate, indicate the direction of north.

(c) Include nothing irrelevant to the case. The purpose of a sketch is not to duplicate photographs but to supplement them with regard to those details which are unclear or misleading as concerns relative position, size, or special characteristics.

(d) Make your own measurements. Do not rely on other persons.

(e) Never estimate distance by pacing; always measure. Express the results on the sketch in feet and inches.

(f) Where the placement of certain objects, such as furniture, is a major factor, do not place them on the sketch by mere visual estimate.

(g) If a camera is used, mark its position or positions on the sketch.

(h) Complete the sketch at the incident scene. Never trust your memory in making corrections or additions after departure from the scene.

(i) The case number or name, the date, time, and sketcher's name, indication of compass, together with the scale, should be placed in the corner of the paper with the legend.

(2) Types of sketches. Sketches are classified according to the extent of the area portrayed. The terms of classification are: locality, grounds, and details.

(a) Locality sketch. This describes the location of the incident scene and its environs, including such items as neighboring buildings and roads.

(b) Grounds sketch. This describes the immediate outdoor surroundings of the installation in which the incident occurred.

(c) Details sketch. This describes the details of the incident scene itself.

(3) Scales. It is important to determine a scale suitable to the locality or scene to be sketched, and suitable to the size of the intended reproduction of the sketch. Examples of scales which can be used are as follows:

1/2 inch = 1 foot: For small rooms.

1/4 inch = 1 foot: For large rooms.

1/8 inch = 1 foot: For extremely large rooms and small buildings.

1/2 inch = 10 feet: For large buildings.

1/8 inch = 10 feet: For large areas with several buildings.

1/8 inch = 100 feet: For a region about one square mile.

c. Word descriptions. Possession of factual measurements and photographic reproduction of the incident scene does not complete the agent's preservation process. The sketch and the photograph of the scene must be interpreted. The agent must be able to provide this interpretation by means of his description of the scene.

(1) Procedure. An accurate, objective description of the incident scene must be made before anything thereon is altered, removed, or destroyed. A logical plan of procedure is required and must be formulated by the agent. Here is a suggested procedure:

(a) The agent should start at the point of entrance and, beginning his description from that point, should proceed in a clockwise direction in describing the walls.

(b) The ceiling and its fixtures, especially lighting fixtures, are then described.

(c) The floor plan is described next. The description includes all objects resting on the floor.

(2) Description of evidence at the scene. The following elements should be included in the sketch of evidence found at the incident scene:

(a) The exact location and interrelationship of such permanent objects as roads, buildings, trees, forests, rivers, bridges, railroads.

(b) The description and position of movable and temporary objects such as tables, chairs, dishes, vehicles, tools, etc.

(c) The positions of people or vehicles in movement which are part of the incident and subject to immediate and continuous change after the incident, including the paths followed in their movement.

(d) Complete descriptions of clues or leads left on the incident scene. Clues or leads may be removable or destructible items such as fingerprints, footprints, bloodstains, paper fragments, wearing apparel, cigar or cigarette butts, ashes, dust, excrement, etc.

(3) Negative facts. The absence of any conditions, material, or objects which might reasonably be expected on the scene in view of the nature and circumstances of the incident is termed a negative fact. The absence of

fingerprints, sabotage devices, tool marks, ejected shells, blood, etc., from incident scenes where their presence would be appropriate is a negative fact of value in analysis and solution of the case.

20. **PROCESSING THE INCIDENT SCENE.** This step involves use of plaster of Paris casts, moulage, and similar three-dimensional reproductions such as the development of latent fingerprints. In processing evidence from an incident scene, the agent enlists the services of technicians. These laboratory experts are called upon to make microscopic examinations and chemical analyses of blood and body fluids, fingerprints, documents, etc.

21. **THE AGENT'S NOTEBOOK.** The agent's notebook serves a triple purpose:

- a. It may be used as a constant reference during an investigation.
- b. It serves as the basis for written reports of the investigation.
- c. Original notes may be used to refresh an agent's recollection should he be required to testify in court.

We emphasize the wisdom and necessity of recording information and facts in a notebook in preference to relying on memory. The number of cases processed and the variety of investigations conducted by the average agent render the possession and orderly maintenance of a notebook absolutely imperative.

On lengthy, important, or complex investigations where a team of agents is employed, one agent may be detailed to keep the notebook insofar as facts ascertained by them in common are concerned. When this is done the notes should be read and initialed by each of the agents.

Accurate reports of an investigation or of any of the phases of the investigation must include all pertinent data. The reduction of the descriptive details of an incident scene to accurate written notes in a notebook will insure an equally accurate report to higher authority.

Should the investigation result in a court trial, the agent may use his notebook to refresh his recollection while testifying. This privilege is known as the "rule for refreshing memory." It is, however, required that the notes be original notes, i.e., notes which were taken on the scene during

the investigation and concurrent with the phase of the investigation to which they pertain; they must not have been rewritten or written after the pertinent phase of the investigation. There is an exception to this rule: If the taking of notes would compromise a surveillance, interrogation, or undercover operation, the court will take cognizance of the obstacle and admit notes made as soon as possible thereafter. All notes should be clear, accurate, and complete. This is especially important because the cross-examiner has the privilege of inspecting notes used to refresh recollection. The person inspecting reference memoranda in court may examine only that portion of the notes used by the agent to refresh his memory.

BREAKDOWN OF THE FACE

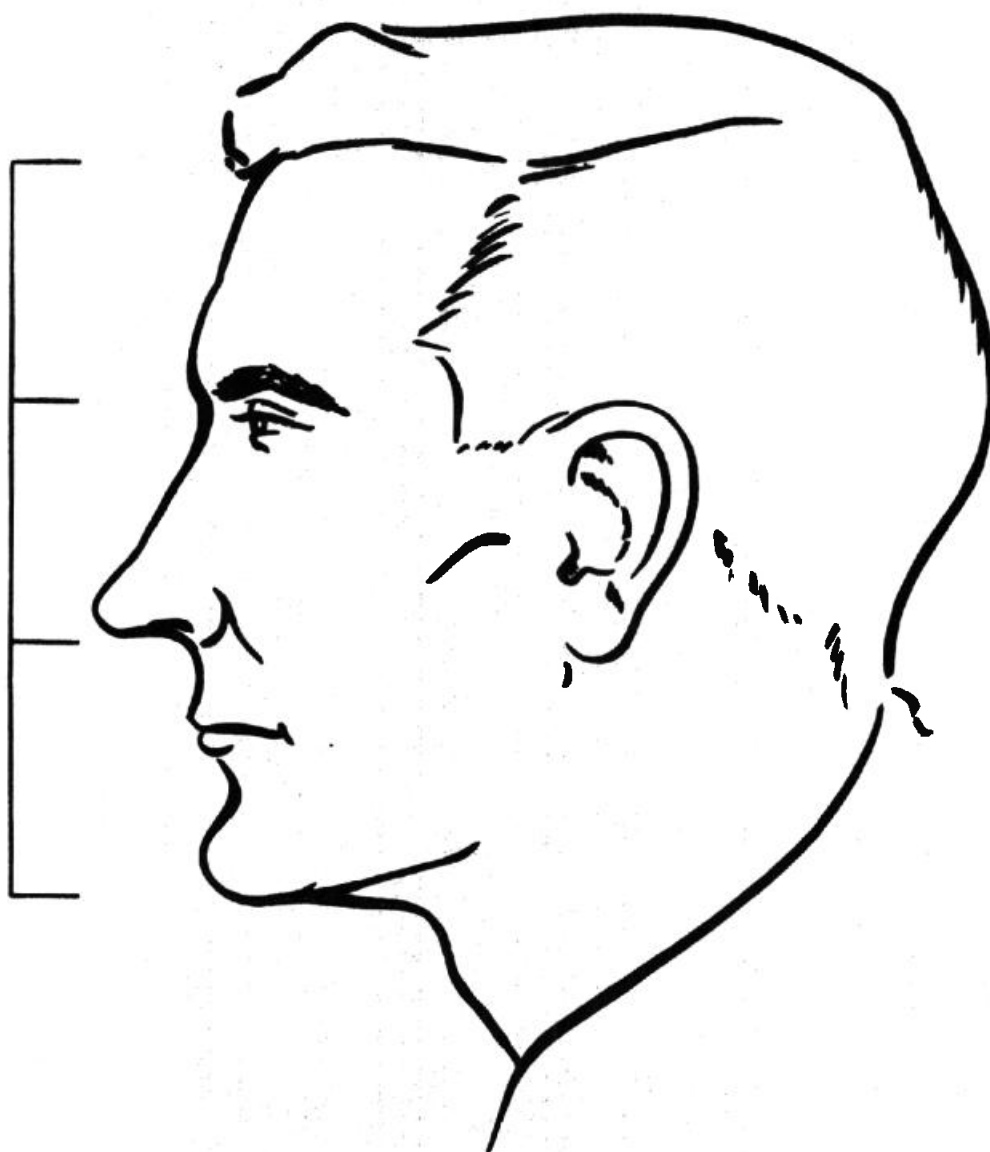
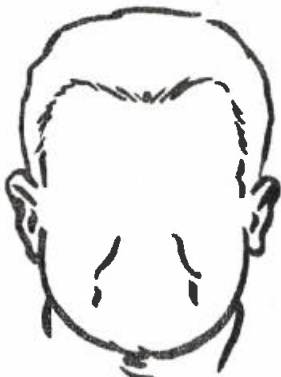


Figure 1.
(Text key: Par 12a)

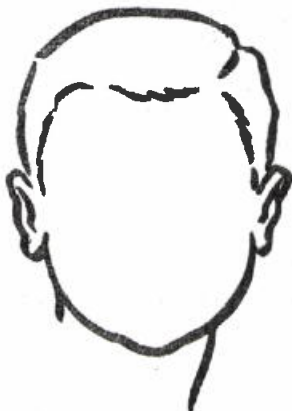
SHAPE OF THE FACE



Fat



Broad



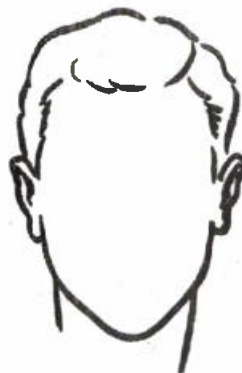
Round



Long



Square



Oval



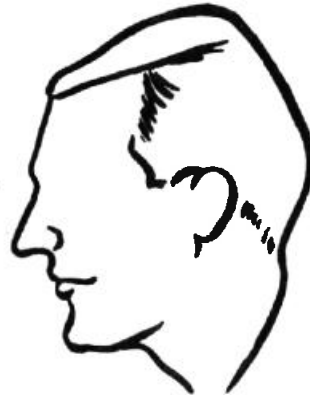
Thin

Figure 2.
(Text key: Par 12a (1))

SHAPE OF THE HEAD



Round



Egg or Keel Shaped



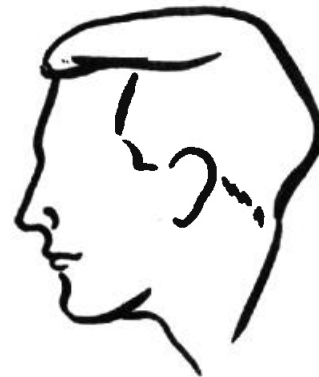
High Crown



Flat in Back



Long



Bulging at Back

Figure 3.
(Text key: Par 12a (4))

THE HAIR



Pompadour in Front
Parted on Left
Most Common



Very Curly



Unruly in Front



Crew Cut



Widow's Peak



Straight Hairline



Rounded Hairline



Large Pompadour



No Pompadour

Figure 4.
(Text key: Par 12b)

THE HAIR (BALDNESS)



Temporal Baldness
Great



Temporal Baldness
Slight



Frontal Baldness



Baldness Covering Entire
Top of the Head



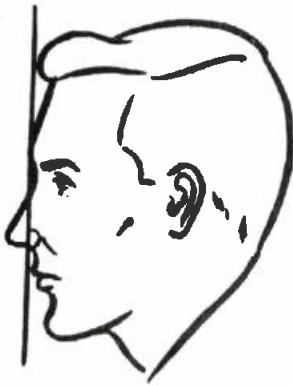
Total Receding Hairline



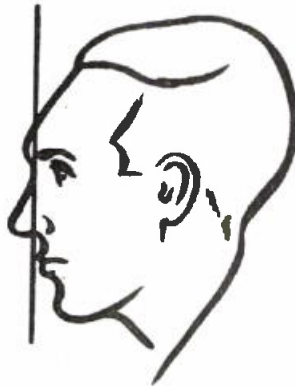
Occipital Baldness

Figure 5.
(Text key: Par 12b (3)(b))

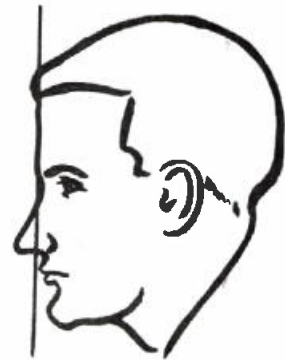
THE FOREHEAD



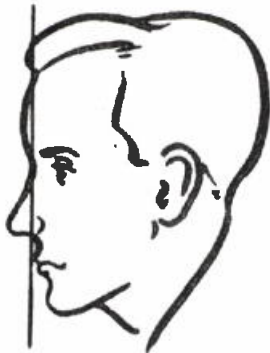
Slightly Receding Forehead



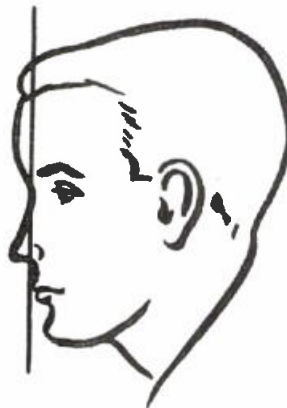
Receding Forehead



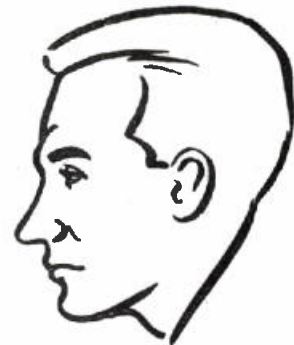
Vertical Forehead



Prominent Forehead



Bulging Forehead



Large Sinus Bulge



Permanent Horizontal
Wrinkles



Permanent Vertical
Wrinkles

Figure 6.
(Text key: Par 12c)

THE EYEBROWS



Arched



Straight



External Oblique



Internal Oblique



Long



Short



United



Thin and Widely
Separated



Thick



Bushy



Set Low



Set High

Figure 7.
(Text key: Par 12d)

THE EYES



Opening Wide



Opening Narrow



Sunken Eyeball



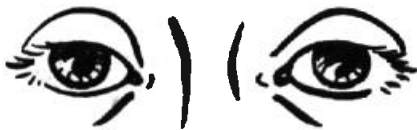
Protruding Eyeball



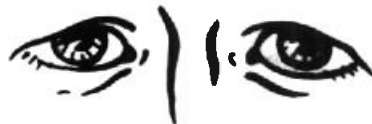
Deep-set Eye



Shallow-set Eye



Upper Lids Greatly Exposed



Upper Lids Concealed



Eyes Close Set



Eyes Wide Spread



Pronounced Sacs Under Eyes

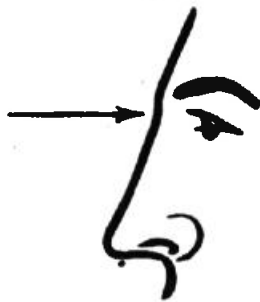


Smile Lines at Corner (Crows Feet)

Figure 8.
(Text key: Par 12e)

THE NOSE

(THE ROOT)



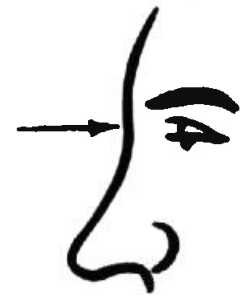
Shallow



Medium



Deep



Gradual Curve

(LINE OF THE BRIDGE)



Concave



Straight



Convex



Aquiline



Roman



Undulating

Figure 9.
(Text key: Par 13f)

THE NOSE

(LENGTH)



Short



Medium



Long

(PROJECTION)



Short



Medium



Long

(BASE)



Turned-up



Horizontal

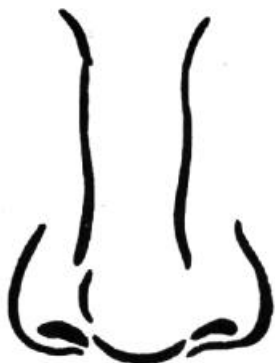


Turned-down

Figure 10.
(Text key: Par 12f)

THE NOSE

(WIDTH)



Wide

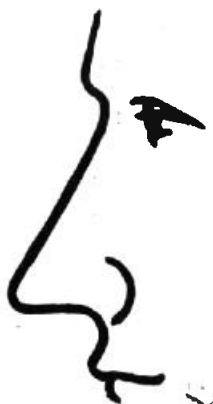


Medium



Narrow

(TIP)



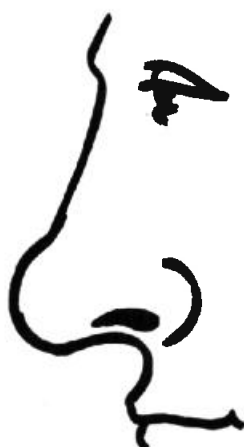
Pointed



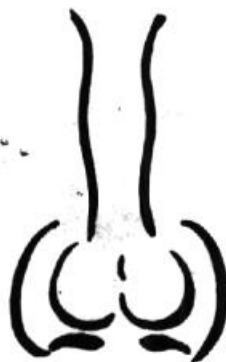
Round



Flat



Bulbus



Bilobed



Diverted to one side

Figure 11.
(Text key: Par 12f)

THE NOSE

(NOSTRILS)



Nostrils not Visible



Slightly Visible



Flared



Thick Nostrils



Thin Nostrils



Septum not Visible



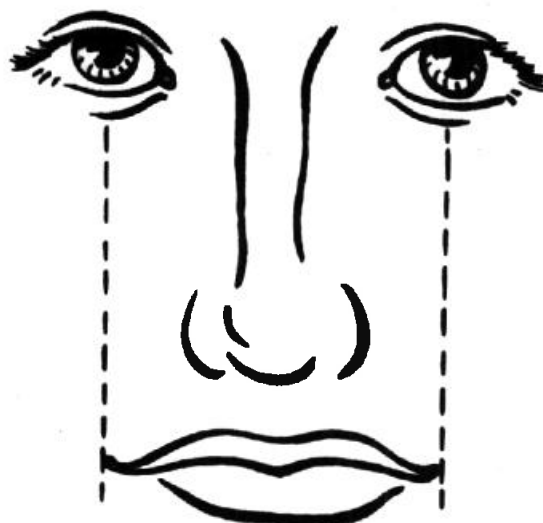
Slightly Visible



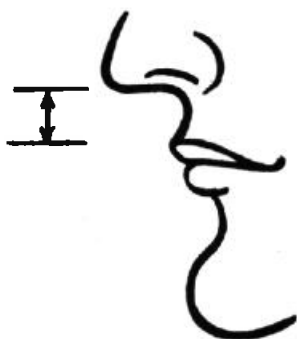
Very Visible

Figure 12.
(Text key: Par 12f)

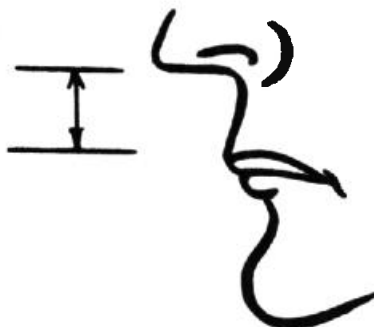
THE MOUTH



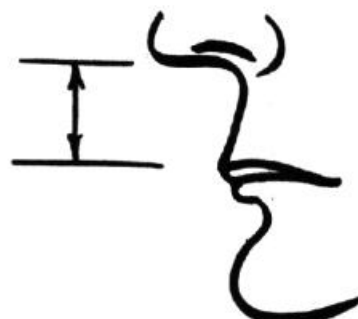
Mouth of Medium Width



Short Upper Lip



Medium Upper Lip



Long Upper Lip



Protruding (Pouting)



Pendant Lower Lip



Overhanging Upper Lip

Figure 13.
(Text key: Par 12g)

THE LIPS



Thin



Cupid's Bow



Harelip



Underside of Upper Lip
Showing



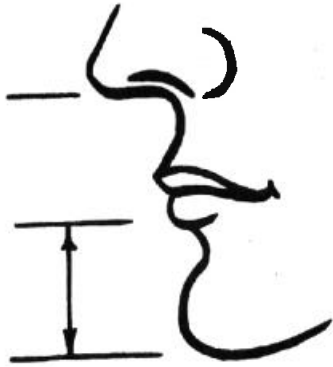
Buck-Teeth



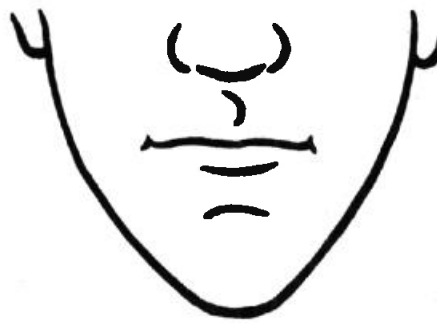
Upper Lip Turned Up

Figure 14.
(Text key: Par 12h)

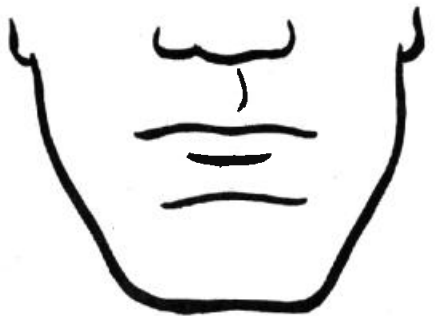
THE CHIN



Normal Length



Small and Pointed



Large and Square



Vertical



Normal



Jutting



Receding



Deep Recession at
Gum Line



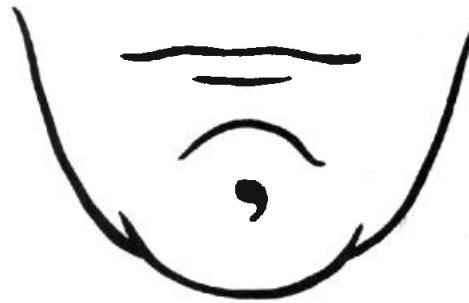
Double Chin

Figure 15.
(Text key: Par 121)

THE CHIN



Gradual Decline from
Chin to Neck



Small Dimple



Elongated Dimple



Cleft in Point of Chin



Rounded Underneath



Crested on Top

Figure 16.
(Text key: Par 12i)

THE EAR

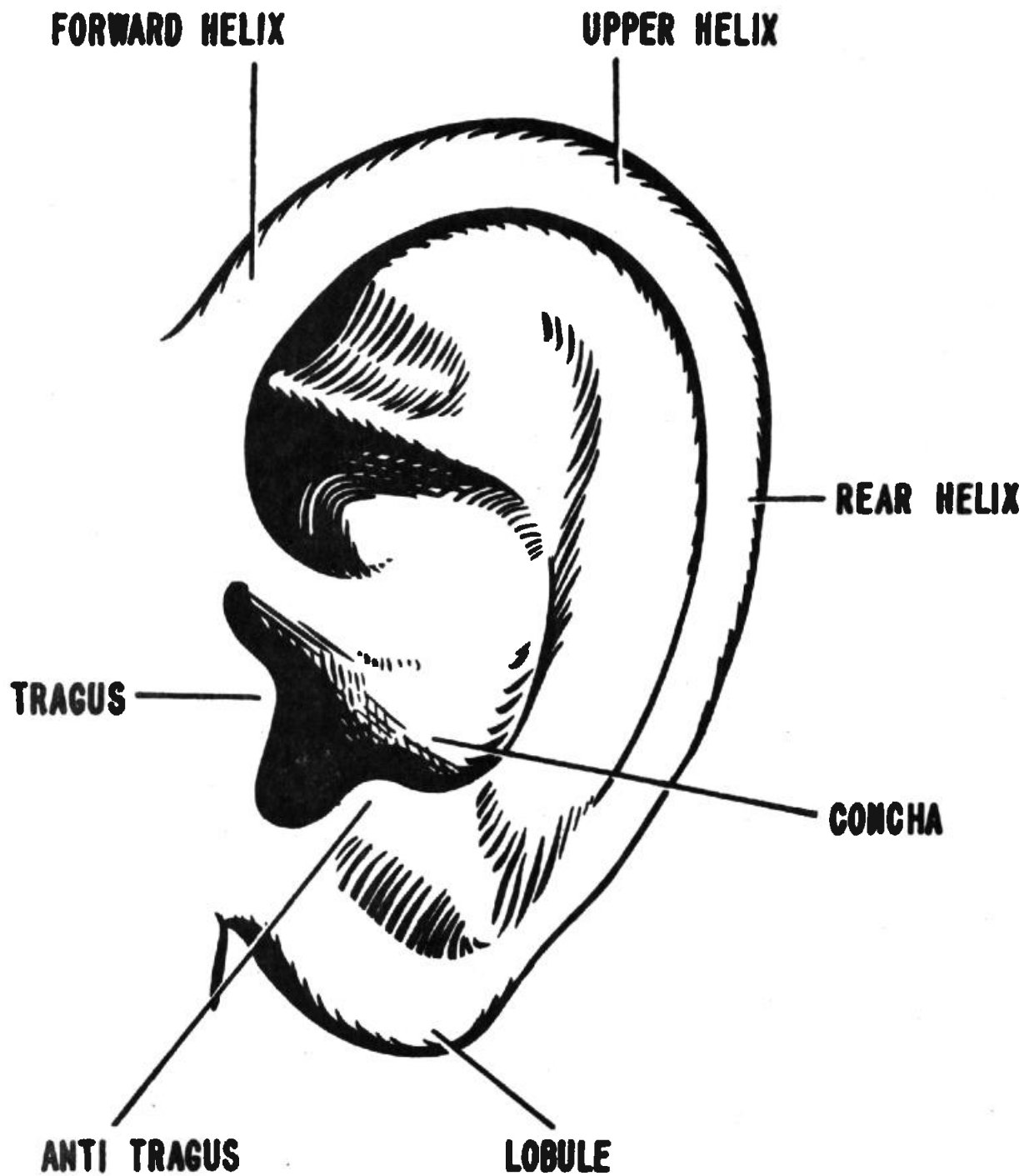


Figure 17.
(Text key: Par 12j)

THE EAR



Oval Ear
Most Common



Rectangular Ear



Round Ear



Triangular Ear



Frost-bitten



Upper Helix in Acute
Angle at Top

Figure 18.
(Text key: Par 12j)

THE EAR



**Upper Helix with Acute
Angle in Front**



**Upper Helix with Acute
Angle in Rear**



**Upper Helix with Right
Angle in Front**



**Upper Helix with Right
Angle in Rear**



Darwinian Extension



Darwinian Tubercle

**Figure 19.
(Text key: Par 12j)**

THE EAR



Medium Lobe



Descending Lobe



Gulfed Lobe



Square Lobe

Figure 20.
(Text key: Par 12j)